

**PROVISIONAL FAMILY CHILD CARE HOME II  
LICENSING PROCESS  
“OVERVIEW”**

**To start the licensing process, the following items need to be completed. Refer to “Instructions for Applying for a Provisional Family Child Care Home II License” for specific instructions for each document.**

1. Family Child Care Home II Application
2. Full Disclosure of Ownership Statement
3. Consent and Authorization for Release of Information forms for all persons 13 years and older, listed on the application
4. Felony/Misdemeanor Statement – submit on all Primary providers, Secondary providers, Substitutes, Volunteers and Household members who are 19 years of age and older.
5. Lawful Presence in the United States Attestation for Individuals / Co-owners
6. \$25.00 License Fee: **Check made payable to Nebraska Department of Health and Human Services-Not Cash, No Refunds.**
7. Family Child Care Home Orientation Certificate – Submit Primary(s) copy only.

Submit the seven items listed above to the following address

**If any of the forms are incomplete, the packet will be returned to you.**

**Douglas or Sarpy County**

**OR**

**All Other Nebraska Counties**

Department of Health and Human Services  
Division of Public Health  
Children’s Services Licensing  
1801 N. 73<sup>rd</sup> Street  
Omaha, NE 68114  
(402) 595-3348

Department of Health and Human Services  
Division of Public Health  
Children’s Services Licensing  
PO Box 94986  
Lincoln, NE 68509  
(402) 471-9562; 1-800-600-1289

**Items 8-11 listed below must be submitted together to continue the licensing process or can be submitted with items above.**

8. Health Information Report for primary and secondary providers
9. Copy of current First Aid Training Certificate /Cards
10. Copy of current CPR Certificate / Cards
11. Secondary Provider – 3 non relative references

Send to the appropriate address listed above

## INSTRUCTIONS FOR APPLYING FOR A PROVISIONAL FAMILY CHILD CARE II LICENSE

Thank you for your interest in becoming a licensed Family Child Care Home II. On this website, you will find all necessary forms needed to proceed with the licensing application process. **It is vital that you carefully read the instructions, forms and Compliance Guide! INCOMPLETE forms will be returned and result in a delay in the licensing process.** Providing Child Care is an important job and this process will take time, please keep this in mind. **PLEASE DO NOT SET AN OPENING DATE UNTIL YOUR LICENSE HAS BEEN ISSUED.**

1. **Family Child Care Home II Application:** Fill out the entire application completely. If your Family Child Care Home II is located in your residence, please list all household members and all providers' children. If your Family Child Care Home II is not located in your residence you will need to list any and all persons residing in or regularly present on the premises. Substitutes and volunteers need to be listed regardless where the Family Child Care Home II is located. Remember to check the "provisional" box at the top of the application, and sign/date the bottom of the application.
2. **Full Disclosure of Ownership Statement (FDOS):** Instructions are on the form. Complete and submit one of the following forms; a) Non Profit or b) For Profit.
3. **Consent and Authorization for Release of Information forms:** Every person you list on the application who is 13 years of age and older, must complete a release of information form. Copies must be included with your application in order for Children's Services Licensing to conduct background checks. You will be notified if any of these persons fail to clear the background check process. **PLEASE NOTE:** Any person between the ages of 13 to 18 must sign and date this form and must also have their parent or guardian sign and date this form.
4. **Felony Misdemeanor Statement:** Follow the instructions on the form. If the Family Child Care Home II is in your residence or not, all persons listed on the application who are age 19 years or older will need to complete the form. **Please ensure the forms are completed accurately, and signed/dated.**
5. **Lawful Presence in the United States:** If you are an individual owner and / or a co-owner with another individual you must complete the form. Please read the instructions on the form and submit with your application if appropriate. Applications from individuals cannot be processed without this form being completed and signed.
6. **License Fee:** You will need to submit a check or money order (not cash) payable to Nebraska Department of Health and Human Services. The license fee is \$25.00. Your cancelled check will be your receipt, and there are no refunds.
7. **Family Child Care Home Orientation Certificate:** In your packet you will find a schedule of Orientation training. This is a one hour training designated to help you comply with the Family Child Care Home II regulations. Many of your questions will be answered at this time. Submit Primary provider(s) copy of Certificate; retain the original for your files.

**CITY OF OMAHA APPLICANTS ONLY:** If your Family Child Care Home II will be in the City of Omaha, you will need to contact the City Planning Help Desk at (402) 444-3426. There are additional requirements within the Omaha City Limits.

**CITY OF LINCOLN APPLICANTS ONLY:** If your Family Child Care Home II will be in the City of Lincoln, you will need to contact the City Building and Safety Office at (402) 441-6435. Lincoln has additional local ordinances, fire safety, parking, and zoning requirements which may prohibit you from operating a Family Child Care Home II.

**LOCAL DELEGATED FIRE AUTHORITIES:** Several Nebraska communities have local delegated fire authorities who will conduct the fire inspections. These communities may have additional local ordinances, fire safety, parking, and zoning requirements. If you reside in the following communities, you can contact the delegated authority directly with questions specific to you community.

City of Grand Island - Fire Inspector: Curt Rohling, 308-385-5444 Extension 220  
City of Norfolk- Fire Inspector: Trent Howard, 402-844-2060  
City of North Platte - Fire Inspector: George Lewis, 308-535-6768  
City of Scottsbluff - Fire Inspector: Ezekiel Bowen, 308-630-6227  
City of Bellevue – Fire Marshal: Mike Stucker, 402-293-3153

**Submit the seven items listed above to the following address.**

**Douglas or Sarpy County**

**OR**

**All Other Nebraska Counties**

Department of Health and Human Services  
Division of Public Health  
Children’s Services Licensing  
1801 N. 73<sup>rd</sup> Street  
Omaha, NE 68114

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Division of Public Health  
Children’s Services Licensing  
PO Box 94986  
Lincoln, NE 68509

Once the above completed items are received, the Child Care Licensing Staff will make a referral to the State of Nebraska, Fire Marshal’s Office, or Local Fire Authority. Please keep in mind that wired in smoke detectors are required. Wired in smoke detectors need to be on every level of the home/premise, regardless if children are allowed on that level. They also must be in every room in which children will be sleeping.

**FIRE SAFETY INSPECTIONS:** A Fire Safety Inspection and Approval is a requirement for licensure. You must have a Fire Safety Inspection Approval before child care licensing will inspect your program. If you do not hear from the fire inspector within 30 days, you may wish to contact him/her to schedule an appointment. If you do not live in a city under a local delegated fire authority (listed above) see handout titled “Nebraska State Fire Marshal District Map” for the designated fire marshal for your area.

**Items 8-11 listed below must be submitted together to continue the licensing process or can be submitted with the items above.**

8. **Health Information Report:** The Primary Provider completes Part A of the Health Information Report. A Medical Practitioner completes Part B. Health Information Reports shall be completed every two years after licensure.

9. **Copy of Current First Aid Training Certificate/Card:** Send a copy of the signed card, both front and backsides. Do not send the original card.
10. **Copy of Current CPR Certificate/Card:** Send a copy of the signed card, both front and back sides. Do not send the original card.
11. **If a Secondary Provider is listed:** Submit the following on the Secondary Provider:
  - a) Felony/Misdemeanor Statement
  - b) 3 Non relative references (actual information obtained from the references)
  - c) A Health Information Report (current within 30 days of hire) needs to be kept on file at the facility.

If any of the forms are incomplete, the packet will be returned to you. Once all completed forms are received, and our office has received Fire Approval from the State Fire Marshal's office or Designated Fire Authority, a Child Care Inspection Specialist will be assigned for an on-site inspection. Your Child Care Inspection Specialist will contact you to set up an appointment.

If you have any questions regarding this process, contact

**Douglas or Sarpy County**

**OR**

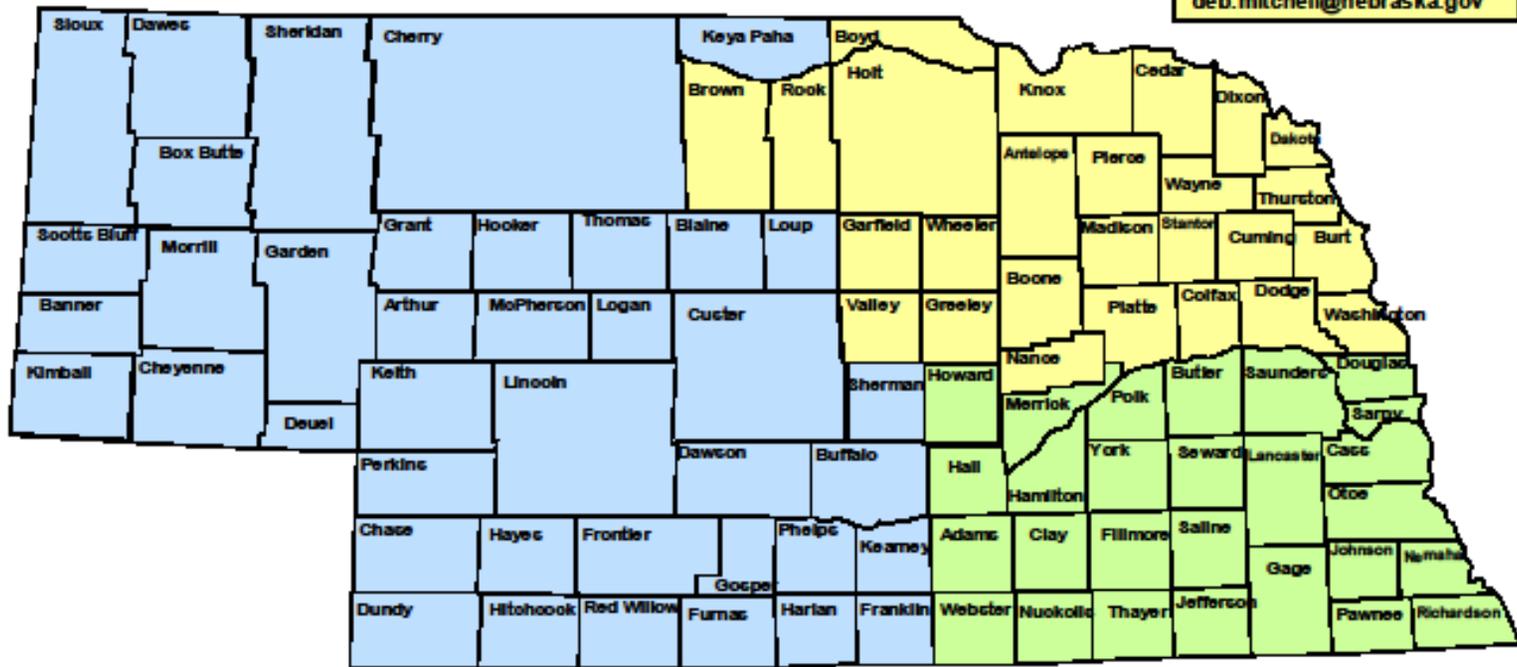
**All Other Nebraska Counties**

Department of Health and Human Services  
 Division of Public Health  
 Children's Services Licensing  
 Attn: Gina Ewing  
 1801 N. 73<sup>rd</sup> Street  
 Omaha, NE 68114  
 (402) 595-3348

Department of Health and Human Services  
 Division of Public Health  
 Children's Services Licensing  
 Attn: Cindy Strufing  
 PO Box 94986  
 Lincoln, NE 68509  
 (402) 471-9562; 1-800-600-1289

# Nebraska State Fire Marshal District Map

District B Office  
438 West Market  
Albion, NE 68620  
(402) 395-2164  
deb.mitchell@nebraska.gov



District C Office  
Craft State Office Building  
200 South Silber Street  
North Platte, NE 69101  
(308) 535-8181  
jada.venezie@nebraska.gov

District A Office  
246 S 14<sup>th</sup> Street  
Lincoln, NE 68508-1804  
(402) 471-2590  
pat.dudley@nebraska.gov